



Employment Placement Service

Posting Date:	24 May 2018
Company Name:	Hong Kong Amateur Athletic Association Limited
Job Title:	Accounting Clerk
Qualification Required:	<ul style="list-style-type: none">➤ HKIAAT Associate Member / Fellow Member➤ Graduate of Accredited Accounting Technician (AAT) Examination / Professional Bridging Examination (PBE)➤ Student of Accredited Accounting Technician (AAT) Examination / Professional Bridging Examination (PBE)
Other requirements:	<ul style="list-style-type: none">➤ Diploma / Higher Diploma or above in Accounting or relevant discipline;➤ Student member of professional accounting bodies is preferred;➤ Over 1 year relevant experiences in Public Sector accounting preferred or 2 years in commercial accounting/auditing experiences;➤ Good command of computer literacy in MYOB, Excel, Word, Outlooks & Chinese Word Processing;➤ Hard working, willing to learn, sensitive to figure and detail-minded.
Job Duties:	<ul style="list-style-type: none">➤ Responsible for general accounting bookkeeping duties including day-to-day accounting operations;➤ Maintain proper accounting records and filing records;➤ Assist Supervisor to perform daily accounting operations include A/P, A/R, general expenses, prepare invoices, vouchers, issue cheques, bank reconciliation and data entry, issue debit note, etc.;➤ Assist Supervisor in month-end closing with schedules;➤ Handle Petty Cash reimbursement;➤ Perform ad hoc assignments as required.
Salary:	HK\$10,000.00 – HK\$14,999.00 per month
Leave and Other Fringe Benefits:	Dental, Education Allowance, 5 Days Work, Bank Holiday, In & Out Patient and 12 Days Annual Leave (apply to first & second year of employment)

Mode of Application: Please apply in writing before 4 June 2018 with full resume, present and expected salary to the Executive Director, Hong Kong Amateur Athletic Association Limited, 24/F, Guangdong Tours Centre, 18 Pennington Street, Causeway Bay, Hong Kong or email to hr@hkaaa.com.

Remarks: Applicants not invited for interviews by the mid of June 2018 should consider their applications unsuccessful and no further notice will be given.

**The recruitment information is provided by the above company. Interested parties please contact the company direct for application or more details of the position. The HKIAAT will not be held responsible for the recruitment and the information provided.*